



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER

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NTCGLAKESINST 1560.2B

NAVY COLLEGE OFFICE

02 Nov 00

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1560.2B

From: Commander, Naval Training Center, Great Lakes

Subj: ADMINISTRATION OF NAVY VOLUNTARY OFF-DUTY EDUCATION
PROGRAM

Ref: (a) DOD Directive 1322.8
(b) OPNAVINST 1560.9
(c) CNETINIST 1560.3D

1. Purpose. To establish policy and guidelines for the coordination and administration of the Navy Voluntary Education Program for Naval Training Center Great Lakes. It is command policy to maximize educational opportunities for military personnel, DOD employed civilian personnel, spouses and eligible dependents and civilians; and to provide equal opportunity for eligible institutions to offer educational programs on board Naval Training Center Great Lakes.

2. Cancellation. NTCGLAKESINST 1560.2A of 17 Oct 97.

3. Background

a. Navy Campus was established by CNO in 1974 as a management system for all off-duty educational activities. The Navy College Program (NCP) was defined and established by the Chief of Naval Operations (CNO) on 1 October 1999 at which time each Navy Campus Office became a Navy College Office (NCO).

b. The Commander NTC Great Lakes fully subscribes to the CNO's vision of voluntary education through the Navy College Program's concepts of increased emphasis on education and lifelong learning. The provisions of this instruction support those objectives.

4. Scope

a. The centralization of the off-duty educational programs offered by colleges and universities at NTC Great Lakes into a single, base-wide, off-duty education program manager will ensure that:

(1) The educational needs of all military personnel, DOD employed civilian personnel, spouses, eligible dependents and civilians are served.

(2) Equal opportunity is afforded all eligible educational institutions to provide quality education programs on the NTC.

(3) Finite resources from NTC Great Lakes will be fully utilized.

(4) Programs and courses will not be duplicated.

b. Navy College Office personnel are assigned to naval installations worldwide to provide off-duty educational services as described in references (a), (b) and (c).

c. The following goals are established by references (b) and (c) as significant achievements for active duty personnel:

(1) High school diploma or equivalent for all personnel without such credentials.

(2) A college degree for all personnel.

(3) Bachelors degree for officers.

(4) Graduate degree for those who so desire.

5. Voluntary Off-Duty Education Program Management

a. A Navy College Office Educational Services Specialist is assigned to this command by the Commanding Officer, Naval Education and Training Program Development and Technology Center. Accordingly, the Navy College Office Education Services Specialist is appointed as the Director of the Voluntary Off-Duty Education Program for NTC Great Lakes.

b. In this capacity, the Navy College Office Director will comply with the appropriate sections of references (b) and (c) and perform the following functions:

(1) Inform the Commander, NTC Great Lakes, of the status of the Navy Voluntary Off-duty Education Program and identify any problems of a policy nature.

(2) Maintain liaison with command and tenant commands and activities to determine their educational needs.

(3) Maintain liaison with post-secondary institution representatives concerning educational programs and services.

(4) Advise and assist the command in conducting educational needs assessments every three years and developing the triennial base education plan.

(5) Assist the command in the identification, selection and procurement of on-base, off-duty education programs.

(6) Execute, evaluate, and monitor Memoranda of Understanding between the command and institutions providing on-base programs to ensure compliance.

(7) Facilitate site evaluation visits and accreditation reviews.

(8) Publicize all available on-base programs and related matters of educational interest to all personnel.

(9) Represent the Commander, NTC Great Lakes at meetings and committees related to voluntary education matters, as requested.

(10) Verify eligibility for awarding advancement multiple points for completion of degrees as part of the Navy's Voluntary Off-Duty Education Program.

(11) Review all requests for access to NTC Great Lakes by educational institutions not affiliated with a NTC Great Lakes on-base educational program.

6. Responsibilities

a. All host and tenant Commanding Officers/Officers-in-Charge and Department Heads will:

(1) Encourage participation of personnel in the voluntary off-duty education program with particular attention to those offerings which support Navy-wide initiatives such as retention, quality of life improvement, equal opportunity and career development.

(2) Ensure information on voluntary, off-duty educational opportunities is communicated to all assigned personnel.

(3) Recognize the educational achievements of personnel and use every opportunity to publicize such achievements.

(4) Include Navy College Office on the command check-in sheet or instruct personnel to attend an indoctrination briefing within 30 days of arrival, as appropriate.

(5) Coordinate through the Navy College Office Director all matters concerning the Voluntary Off-Duty Education Program.

b. Institutional program coordinators and representatives are required to coordinate all matters concerning the Voluntary Education Program, including all publicity and liaison issues, with the Navy College Office Director NTC Great Lakes.

7. Action

a. The Navy College Office Director reports to the Commander, NTC Great Lakes for command liaison and logistical support.

b. An Educational Advisory Council (EAC) is hereby established to maximize educational opportunities for all assigned personnel.

(1) Membership of the EAC will include the following: NTC Great Lakes Chief of Staff, Operations and the Navy College Office Director as co-chairpersons; a designated representative from each command; Personnel Support Detachment NTC Great Lakes Educational Services Officer; Human Resources Office Employee Development Specialist; Station Librarian, Navy Family Services Center representative; representatives from all the academic institutions serving the base; and United Services Military Apprenticeship Program (USMAP) counselor.

(2) Attendance is open to anyone who wishes to participate.

(3) The EAC will meet quarterly, and additionally as deemed necessary by the co-chairs. The EAC will meet on the second Thursday of the first month of each quarter; at 1330 in Building 2, Room 304. Additional meetings will be scheduled as necessary.

(4) The functions of the EAC are:

(a) Report the minutes of the EAC to the Commander, NTC Great Lakes and all tenant commands, summarizing issues raised.

(b) Conduct the educational needs assessment surveys of assigned personnel to determine educational goals and needs.

(c) Identify available spaces and facility requirements for on-base classes, testing, registration, etc.

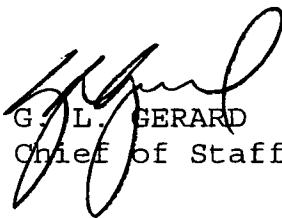
(d) Provide input and support to the Commander, NTC Great Lakes on matters relating to the Voluntary Off-Duty Education Program.

(e) Identify personnel and material resources to enhance the voluntary education program.

(f) Serve as a distribution point for information concerning the voluntary education program.

(g) Plan for future education requirements.

8. Review Responsibility. The Navy College Office Director shall be responsible for reviewing, revising or canceling this instruction on the anniversary month of the instruction.



G. L. GERARD
Chief of Staff, Operations